

Today's Date: \_\_\_\_\_

**Meeting Request Form**  
**Lt. Governor Steve Pence**

Attn: Renee Nighbert  
Fax (502) 564-2849 Ph (502) 564-2611 E-mail: renee.nighbert@ky.gov

Organizer's Name:									
<b>Point of Contact:</b>									
Name:				Phone:			Home:		
Cell:			Fax:			Email:			
*Please assign a sole point of contact in order to avoid inconsistencies and misinformation									
<b>Meeting Details:</b>									
Organization Hosting Meeting:									
Date of meeting:				Day of the week/Time Zone:					
Start Time:				End Time:					
Is this a breakfast, luncheon or dinner meeting?				Reserved Seating?					
Location of Meeting:				Building/Room No.					
Address:									
City:			State:			Zip:			
County:									
Direction:									
Who will attend the meeting?									
Specifically, what topics do you wish to discuss?									
What do you expect to accomplish in this meeting?									
Details about the group or organization, organization website or background that would be helpful to the SOS:									
Prior to including the Lt Governor as an attendee in a news release, printed material or interview, please contact the Director of Communications for approval.									
<b>Scheduling Policy</b>									
1. The Lt Governor is unable to commit to events more than (3) weeks in advance. We ask that you please plan accordingly.									
2. Considering his official duties and current events, the Lt. Governor may need to rearrange his schedule and may not be able to appear as originally planned.									
3. Every effort will be taken to keep confirmed events and meetings.									
4. Should rescheduling becomes necessary, staff will work with point of contact to secure another date.									
5. Please allow 7-10 business days for a response.									
*We respectfully request your understanding and apologize for any inconvenience or necessary rescheduling									

Available: \_\_\_\_\_  
Conflict: \_\_\_\_\_